



APPEL COURSE ACTION PLAN

Name:

Date:

Course Title:

Instructor:

DIRECTIONS: In the first column, list the actions you plan to take in applying what you learned from the course. In the second column, indicate how you will measure your successes. Remember: the more specific your objectives and measures, the more likely you are to accomplish them.

As a result of what I learned from this course, I am going to...	I will know I am succeeding with this objective when...
Next Week:	
Within One Month:	
Within 45 Days:	
Within ___ Days: (Feel free to extend)	

45-DAY FOLLOW UP:

After 45 days, assess your progress.

1. How well did you accomplish your objectives?
2. What in your work environment supported you in achieving your goals? *Provide specific examples of the support where possible.*
3. What in your work environment blocked you from achieving your goals?

***Check your progress.
Revisit at defined intervals.
Give a copy to your supervisor, mentor, and/or peer.***

